



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Peter McWalters  
Commissioner

## VACANCY NOTICE

**May 15, 2006**

### RHODE ISLAND DEPARTMENT OF EDUCATION

#### OFFICE OF FINANCE

#### SENIOR FINANCE OFFICER | DATA SYSTEMS & ANALYSIS

**\$67,108 - \$83,108**

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APPLICATION PERIOD:

All resumes must be received or post-marked on or before **May 26, 2006** or until position is filled.

DUTIES AND RESPONSIBILITIES:

See attached job description.

APPLICATIONS:

Send resume, all transcripts and two current letters of reference to:

Paula A. Rossi, SPHR, Director  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to [christine.arslanian@ride.ri.gov](mailto:christine.arslanian@ride.ri.gov)  
Transcripts and signed letters of reference should be mailed.

*REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600

**Fax** (401)222-6178

**TTY** 800-745-5555

**Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

# **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

## **NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Senior Finance Officer for Data Systems and Analysis

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for planning, designing, overseeing, and engaging in all aspects of financial data collections, processing, validation, analysis, management, consolidation, and dissemination, including development and implementation, of integrated data systems to facilitate such data processes as required by Federal and State laws and mandates for accountability and school improvement.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Plans, coordinates and oversees all financial data related processes and procedures, which includes: identifying teams of developers, analysts, and client support staff; coordinating and streamlining work processes; and documenting and sharing work standards and procedures.

Engages in the design, development, implementation, and support of information infrastructure to facilitate data collection, processing, verification, consolidation, and reporting while ensuring efficiency, intera-operability, security, and integrity of data.

Functions as the agency's senior financial data analyst and statistician, which involves: analyzing and processing data affecting school performance and classification, evaluating the reliability and validity of collected data, submitting timely and reliable reports for annual publications; advising and engaging in the design and implementation of the State's Accountability and Progressive Support and Invention systems.

Performs Federal and State reporting of financial statistics, which involves analyzing, preparing, and submitting a variety of data to Federal, State, and local agencies and policy makers.

Researches and analyzes NCLB and other federally and state-mandated data elements and ensures that they are incorporated into existing and future data systems that will allow for in-depth financial analyses that will measure the return on investments.

Supports schools and districts in the development and ongoing implementation of strategic plans to improve student achievement and performance by providing relevant research and financial data analysis support.

Assists clients in accessing, understanding, and using financial data.

Assist in database design, management, and administration, which includes: planning, designing, and creating uniform databases to collect, and store district and school financial data; creating and maintaining backup plans; creating data publications and replication schemes; and, administering user access.

Provide all other fiscal support and analysis that is associated with audit oversight, education aid, school construction aid and legislative studies.

Provide timely, accurate and courteous responses to public inquiries and requests.

Perform related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of school district and school strategic planning and budgeting and resource allocation.

Knowledge of school expenditure reporting.

Knowledge of applicable Federal, State, and local laws, rules, and regulations.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of GASB and FASB reporting requirements.

Knowledge of system design, development, implementation, and user support principles and practices.

Knowledge of database principles and practices.

Skilled in planning innovative, efficient, and productive information infrastructure to facilitate data transactions and analysis.

Skilled in leading and facilitating work teams.

Skilled in designing, developing, implementing, and supporting applications.

Skilled in developing training materials.

Skilled in financial analysis and solving complex problems.

Skilled in communicating financial information clearly and effectively.

Skilled in interpersonal exchanges as applied to interaction with coworkers, supervisor, clients, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Second language ability and knowledge of second language acquisition desired but not required.

**EDUCATION:** Bachelor Degree in Business, Accounting, Finance, or a related field. MBA or CPA Preferred.

**EXPERIENCE:** Five years of responsible financial data collection and analysis experience at the federal, state or district level.

**and/or** any combination of knowledge, skills and experience that is substantially equivalent.

**Reasonable accommodations can be made for qualified individuals with a disability.**

Date: May 2006